

California Housing Finance Agency

Job Opportunity

Student Assistant Vacancy #160

Hourly Salary Range	\$8.14-10.83 (depending on number of college units earned)
Final File Date	June 21, 2007
Division	Marketing Division
Specific Location	15 & L Streets, Downtown Sacramento
Tenure & Time base	Temporary/Part-time – 20-24 hours per week -- days and work hours are flexible.
Number of Positions	One
Questions?	Contact Carol at 916-327-5172, clivecchi@calhfa.ca.gov , or Suzanne at 916-319-9718 or spratt@calhfa.ca.gov California Relay Telephone Service for the Deaf of Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Employment as a Student Assistant is based on continued enrollment in a college program.
Special Requirements	One year of undergraduate computer graphic design classes. Commitment of 18-24 months is preferred.
How to Apply	<p>A separate application is required for each of our vacancies. The HR Office will not make copies of applications. Applications with multiple vacancies will be considered only for the first vacancy listed on the application.</p> <p>Submit a standard State application form (resume may be attached) to: Human Resources Office California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA.</p> <p>Please specify on your application that you are interested in vacancy #160, Student Assistant.</p>
<p>Duties</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>	<p>Under the close supervision of the Director of Marketing and the lead of the Web Master, the incumbent's primary responsibility is to support and assist the Web Developer and Marketing Division with graphic design and web maintenance.</p> <p><u>Essential Functions:</u></p> <p>80% Assist in design and production of graphic related projects. These projects may include but are not limited to: newsletters, ads, brochures and web graphics. Uses and stays current with design software such as Adobe Photoshop, InDesign, and Illustrator needed to create top quality designs. Prepares projects for printing. Must be detail oriented, flexible and able to meet project deadlines.</p> <p>15% Assist the Web developer with maintenance and design of the Agency's external Web site and internal Intranet.</p> <p><u>Marginal Functions:</u></p> <p>5% Assist the Marketing Division and other Marketing Students in preparing distribution of materials for tradeshow and events on an as needed basis.</p>

